

**LOS ANGELES COUNTY - DEPARTMENT OF MENTAL HEALTH
REVENUE MANAGEMENT DIVISION**

**Guidelines for Obtaining Proof of Citizenship/Permanent Residency
and Los Angeles County Residency
*Legal Entity Contract Provider***

Birth Certificate

- If the client was born in Los Angeles County and has valid California photo identification, the client may go to one of the following Los Angeles County Registrar-Recorder/County Clerk offices to request a birth certificate. The client will be asked to present the identification when making the request. The cost is \$16.

Lancaster	1028 W. Avenue J2	(661) 945-6446	M-F: 8:30 a.m. - 4:30 p.m.
LAX Courthouse	11701 S. La Cienega Bl., 6th Floor	(310) 727-6142	M-F: 8:30 a.m. - 4:30 p.m.
Los Angeles	4716 East Cesar Chavez Av.	(323) 260-2991	M-F: 8:30 a.m. - 4:30 p.m.
Los Angeles	7807 S. Compton Avenue	(323) 586-6192	M-F: 8:30 a.m. - 4:30 p.m.
Norwalk	12400 Imperial Highway	(562) 462-2137	M-F**: 8:00 a.m. - 5:00 p.m.
Van Nuys	14340 West Sylvan Street	(818) 376-3700	M-F: 8:30 a.m. - 4:30 p.m.

****The Norwalk facility is also open 8 a.m. - 7 p.m. on the third Thursday of every month.**

Same day service is available for births 1964 to present. Births prior to 1964 will be mailed within approximately 20 business days.

- If the client was born in Los Angeles County but does not have valid California photo identification, the client must complete 2 forms: 1) the Application For Birth Record and 2) the Certificate of Identity/Sworn Statement - Birth, Death & Public Marriage form. The Certificate of Identity **MUST** be notarized. The client must provide two witnesses who possess valid identification to present to the notary. The notary will keep a record of these two witnesses. *Contract provider staff may not be one of the witnesses.*

Information to be documented on the application includes the following:

- ✓ Name given at birth
- ✓ City of birth
- ✓ Father's name
- ✓ Mother's maiden name

- If the client has been adopted or had a legal name change, a written request must be submitted to California Department of Public Health, Office of Vital Records - M.S. 1503, PO Box 997410, Sacramento, CA 95899-7410. See below for submitting a request to the state.
- Clients born outside of Los Angeles County but in California must complete an Application for State of California Certified Copy of Birth Record. The Sworn Statement also must be completed and notarized. The notary procedures/rules described above apply.
- For out of state birth certificates, documentation requirements vary from state to state, and can vary within states from county to county. In general, gather the following information from the client:
 - Name as it appears on birth certificate (if adopted, use adoptive name):
 - Date of birth (MM/DD/YYYY)
 - City of birth
 - County of birth
 - State of birth
 - Name of hospital
 - Father's name as is appears on birth certificate
 - Mother's name as it appears on birth certificate, including maiden name
- To request information regarding required documentation for a specific state, contact the DMH Revenue Management Division (RMD) at the RMD Hotline, (213) 480-3444, or e-mail at RevenueManagement@dmh.lacounty.gov.

Identification Card

An appointment with the DMV may be scheduled on-line at <http://www.dmv.ca.gov/> or by calling 1-800-777-0133. The client may also go to the DMV unscheduled. The client will also be required to complete an identification card application (DL44), which may only be obtained at a DMV office.